



Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Tuesday, September 3, 2019
6:15 p.m.
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. Discussion and Possible Action on Minutes from August 19, 2019
3. Discussion and Possible Action on Claims in the amount of \$1,899,632.31
4. Discussion and Possible Action on Approving the Operator License applications submitted by Riley Koess, Molly Class, Alexis Schauff, and Sarah Sirek.
5. Discussion and Possible Action on Approving the Temporary Operators License applications submitted by Kathryn Ableidinger, Peter Keskey, Mary Claire Potter, Amber Rykal, and Emily Sumner.
6. Discussion and Possible Action on Adding Dive Team Program to the Police Department Budget.
7. Discussion and Possible Action on Approving the bid from Pember Companies Inc. in the amount of \$68,379.00 for the St. Croix Street Sanitary Sewer Project.
8. Discussion and Possible Action on Approve the appointment of a City Engineer
9. Badger Book presentation by Wisconsin Elections Commission
10. Items for Future Agendas
11. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer on August 30, 2019. Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Monday, August 19, 2019

UNAPPROVED

Meeting called to order by Mayor Rich O'Connor at 6:30 pm.

PRESENT: Mayor Rich O'Connor and Alderpersons Bill Alms, Joyce Hall and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick, Jim Webber, Michael Mroz, Jennifer Rogers, Geoff Willems, Scott St. Martin, Sarah Atkins Hoggatt, Kip Peters, Bryan Watson and others.

MINUTES: MOTION by Hall, second by Alms, to approve the minutes of the August 5, 2019 Finance Committee meeting. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Hall, second by Alms, to recommend the payment of the following claims:

COUNCIL CLAIMS – August 19, 2019

Fund		A/P Amounts	P/R Amounts	Totals
100	General	127,679.99	125,036.36	252,716.35
235	Room Tax & Comm Subs	42,577.17		42,577.17
280	Park Dedication Fees	932.00		932.00
290	Police Donation	132.00		132.00
451	2017 & 2018 Cap Projects	74,005.00		74,005.00
452	2019 & 2020 Cap Projects	656,070.99		656,070.99
620	Parking	6,803.26	1,516.93	8,320.19
630	Ambulance	5,233.89	28,561.93	33,795.07
640	Storm Sewer	2,860.60	2,520.56	5,381.16
Totals		927,621.25	157,635.03	1,085,256.28

Ayes (4). MOTION CARRIED.

OPERATOR LICENSES: MOTION by Hall, second by Alms to recommend approval of the issuance of (10) Operator Licenses for the period of August 20, 2019 to June 30, 2021 to: Lisa Anderson, Daniel Anderson-Jones, Isabella Bronson, Emma Gannon, Benjamin Golden, Matthew Leach, Garret Lokken, Andrew Peterson, Breann Schieck and Alysia Sullivan, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

SECONDHAND DEALER MALL LICENSE: MOTION by Alms, second by Hall, to recommend approval of the issuance of one (2) Secondhand Dealer Mall License for the period of August 19, 2019 to June 30, 2021 to Backroom Vintage- 226 Locust St. and Nostalgia- 1901 Ward Ave., contingent on payment of any outstanding debt owed to the City and successful completion of a background check. Ayes (4). MOTION CARRIED

CHANGE ORDER #1 IN THE AMOUNT OF \$34,723 FOR THE STORM WATER IMPROVEMENTS: Mike Mroz stated that the project will be completed by Albrightson and funding will come from Capital

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Outlay. MOTION by Alms, second by Hall, to approve Change Order #1 in the amount of \$34,723.00 for the storm water improvements at 10th Street and St. Croix Street. Ayes (4). MOTION CARRIED.

STREETLIGHT REPLACEMENT PROJECT: Mike Mroz explained that approval for the purchase of the streetlights was previously approved; this request for approval pertains to the bid and installation. Funding source will come from the Capital Improvement Fund. MOTION by Alms, second by Hall, to approve the bid received from Neo Electric in the amount of \$29,898 for the installation of streetlights associated with the 2019 Street Light Replacement Project. Ayes (4). MOTION CARRIED.

WALNUT STREET IMPROVEMENT PROJECT: Mike Mroz explained that he is seeking approval for the plan and to go out to bid on this project. MOTION by Hall, second by Alms, to approve the plan and go out to bid. Ayes (4). MOTION CARRIED.

GRANDVIEW PARK RESTROOM FACILITY BIDS: Mike Mroz stated that the bids received in July came in considerably higher than expected; \$80,000 over budget. Certain building materials have been changed which will bring the cost down. Motion by Morrisette II, second by Hall, to reject the bids and authorize to re-bid the project. Ayes (4) MOTION CARRIED.

DOOR SYSTEM AT THE POLICE DEPARTMENT: Bryan Watson, IT Director, stated that the card access system at the library and police department died as a result of a power failure. He is requesting \$4,000 more than the original request to cover the cost of garage door openers and additional costs. He has worked with city attorney, Cathy Munkittrick, to work out the terms of the agreement. MOTION by Morrisette II, second by Alms to approve the agreement with CWS Security Watch for \$30,000 from the same fund source previously agreed upon. Ayes (4) MOTION CARRIED.

FUTURE AGENDA ITEMS: Morrisette II would like to discuss the potential need of a dive team and how that would be incorporated into finance.

ADJOURNMENT: MOTION by Alms, second by Hall, to adjourn at 6:45 p.m. Ayes (4). MOTION CARRIED.

Jennifer Rogers
City Clerk



SUBMITTED TO: Finance Committee
DATE: September 3, 2019
SUBMITTED BY: Kathy Edwards, Accountant

COUNCIL CLAIMS - September 3, 2019				
Fund		A/P Amounts	P/R Amounts	Totals
100	General	544,314.01	148,762.40	693,076.41
310	Debt Services	886,196.89		886,196.89
416	Tid 1-6	3,717.05		3,717.05
451	2017 & 2018 Cap Projects	36,188.73		36,188.73
452	2019 & 2020 Cap Projects	240,123.58		240,123.58
620	Parking	2,971.93	1,330.05	4,301.98
630	Ambulance	2,379.10	30,003.88	32,382.98
640	Storm Sewer	2,887.86	756.83	3,644.69
	Totals	\$ 1,718,779.15	\$ 180,853.16	\$ 1,899,632.31



SUBMITTED TO: Finance/Common Council

DATE: September 3, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application for Operator(s) Licenses

ISSUE:

Applications for Operator's Licenses are on file at the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance for application of 4 new Operator Licenses for the period of September 4, 2019 to June 30, 2021 to:

Riley Koess

Molly Class

Alexis Schauff

Sarah Sirek



SUBMITTED TO: Finance/Common Council

DATE: September 3, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application(s) for Temporary Operators

ISSUE:

Applications for Temporary Operator's Licenses are on file in the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance of 5 Temporary Operators Licenses for the Hudson Area Chamber of Commerce for the Spirit of the St. Croix Art Festival to be held on September 28 to September 29, 2019 to:

Kathryn Ableidinger

Peter Keskey

Mary Claire Potter

Amber Rykal

Emily Sumner

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

Item #

Submitted to: Finance Committee

Date: 08/27/19

Submitted by: Chief Geoff Willems

Regarding: Discussion and possible action on Dive Team budget being added to the Police Department Budget

ISSUE: With the absolving of St. Croix EMS, and the desire to keep a dive team within the City of Hudson, The Police Department is willing to take on the Dive Team. I will present a budget to acquire the dive team and I will have past payroll and maintenance figures available for the meeting on Tuesday, September 3, 2019.

- **Legal aspects:**
- **Budget Impact:**
- **Past History:**
- **Other Pertinent Data:**

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Common Council

FROM: Community Development

DATE: September 3, 2019

SUBJECT: Discussion and possible action on the approval of the bid received from Pember Companies Inc. in the amount of \$68,379.00 for the St. Croix Street Sanitary Sewer project

BACKGROUND:

The approved 2018 Waterfront Vision Study recommends that the existing City owned property and parking lot at the west end of St. Croix Street be improved to provide a future trailhead and restroom facility. The property is not currently served by sanitary sewer. In conjunction with Xcel Energy's current site remediation project generally located west of 1st Street between St. Croix Street and River Street, it was identified that there is an encroachment on Xcel owned property of an existing residential septic field. It is a general policy of the Hudson Utilities Department to provide water and sewer service to all properties within the municipality. Private onsite septic systems are not a desirable circumstance and should be avoided and/or discontinued whenever practically possible.

The St. Croix Street Sanitary Sewer Project, as presented, would provide future public utility service to the City owned property for future improvements as identified in the Waterfront Vision Study as well as eliminate an existing undesirable private septic system and provide public sanitary sewer at 9 St. Croix Street.

A bid opening was held on Thursday, August 22, 2019 per the City's procurement policy for the 2019 St Croix Street Sanitary Sewer project. Three bids were received as follows;

BIDDERS	BASE BID- VINE ST
Pember Excavating	\$68,379.00
A-1 Excavating	\$73,679.00
Haas Excavating	\$86,822.75

FUNDING SOURCE:

TID #6 interfund loan.

STAFF RECOMMENDATION:

Recommends approval of the low bid by Pember Companies Inc. to perform the St. Croix Street Sanitary Sewer Project.



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August 22, 2019

RE: St. Croix Street Sanitary Sewer
Hudson, WI
SEH No. HUDSO 150320 14.00

Mr. Mike Mroz
Director of Public Works
City of Hudson
505 3rd Street
Hudson, WI 54601

Dear Mr. Mroz:

On Thursday, August 22, 2019, unit price bids were received for the St. Croix Street Sanitary Sewer project. The attached Bids Received summary shows the total amount bid and bid bond received from each Contractor. The attached Tabulation of Bids shows the unit price bids received from all bids submitted.

Three bids were received for the project. The bids ranged from \$68,379.00 to \$86,822.75. The low bid was submitted by Pember Companies Inc., Menomonie, WI. Based on our experience and review, it is our opinion that Pember Companies Inc. has the required equipment and expertise to perform the work as outlined in the contract specifications. We, therefore, recommend award of the project in the low bid amount of \$68,379.00.

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

David Schofield, PE (Lic. WI, MN, IA, IL)
Project Manager

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Enclosure

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10 North Bridge Street, Chippewa Falls, WI 54729-2550

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BIDS RECEIVED

St. Croix Street Sanitary Sewer
Hudson, WI
Project Manager: Erik Henningsgard (Lic. WI)

SEH No. HUDSO 150320 64.20

Bid Date: 10:00 a.m. Thursday, August 22, 2019

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Bidder	5% Bid Bond	Bid Amount
Pember Companies, Inc. Menomonie, WI	X	\$68,379.00
A-1 Excavating Inc, Bloomer, WI	X	\$73,679.00
Haas Sons, Inc. Thorp, WI	X	\$86,822.75

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TABULATION OF BIDS

St. Croix Street Sanitary Sewer Hudson, Wisconsin SEH No.: HUDSO 150320 Bid Date: 10:00 a.m., Thursday, August 22, 2019				Pember Companies Inc. N4449 469th Street Menomonie, WI 54751 \$68,379.00		A-1 Excavating Inc. 408 26th Avenue Bloomer, WI 54724 \$73,679.00		Haas Sons, Inc 203 E. Birch Street Thorp, WI 54771 \$86,822.75	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
01 50 00.1	Mobilization	LS	1	\$12,500.00	\$12,500.00	\$7,000.00	\$7,000.00	\$10,750.00	\$10,750.00
01 50 00.2	Traffic Control	LS	1	1,500.00	1,500.00	600.00	600.00	1,500.00	1,500.00
01 57 13.1	Inlet Protection	EACH	2	120.00	240.00	50.00	100.00	125.00	250.00
02 41 13.1	Saw Cut Pavement	LF	105	3.00	315.00	4.00	420.00	5.00	525.00
02 41 13.2	Remove Curb and Gutter	LF	20	10.00	200.00	10.00	200.00	20.00	400.00
02 41 13.3	Remove Concrete Sidewalk	SY	11	16.00	176.00	10.00	110.00	20.00	220.00
02 41 13.4	Remove Asphalt Pavement	SY	127	9.00	1,143.00	10.00	1,270.00	8.00	1,016.00
31 23 19.1	Dewatering	LS	1	2,500.00	2,500.00	1.00	1.00	13,000.00	13,000.00
32 11 23.1	Base Aggregate Dense, 1-1/4-inch	TON	61	30.00	1,830.00	30.00	1,830.00	24.00	1,464.00
32 11 23.2	Patch Gravel Driveway	TON	60	25.00	1,500.00	30.00	1,800.00	24.00	1,440.00
32 12 01.1	Patch Asphalt Street, 3-inch	SY	125	48.00	6,000.00	55.00	6,875.00	46.75	5,843.75
32 13 14.1	Concrete Sidewalk, 4-inch	SF	100	5.50	550.00	10.00	1,000.00	8.00	800.00
32 16 13.1	Concrete Curb and Gutter, 30-inch Type D	LF	20	34.00	680.00	50.00	1,000.00	40.00	800.00
32 92 00.1	Turf Establishment	SY	80	18.00	1,440.00	10.00	800.00	9.00	720.00
33 05 05.1	Pot Hole Existing Utility	EACH	1	400.00	400.00	500.00	500.00	850.00	850.00
33 11 00.1	Connect to Existing Water Main	EACH	1	500.00	500.00	1,604.00	1,604.00	410.00	410.00
33 11 00.2	1-inch Copper Water Service	LF	48	65.00	3,120.00	95.00	4,560.00	79.50	3,816.00
33 11 00.3	1-inch Curb Stop and Box	EACH	1	400.00	400.00	676.00	676.00	475.00	475.00
33 11 00.4	Steel Post Marker	EACH	1	125.00	125.00	88.00	88.00	100.00	100.00
33 32 20.1	Grinder Station	EACH	1	16,100.00	16,100.00	19,153.00	19,153.00	14,410.00	14,410.00
33 34 00.1	1-1/4-inch HDPE DR11	LF	74	60.00	4,440.00	93.00	6,882.00	77.00	5,698.00
33 34 00.2	2-inch HDPE DR11 - Push/Pulled through 4-inch PVC	LF	472	10.00	4,720.00	22.00	10,384.00	20.00	9,440.00
33 34 00.3	Flushing Connection	EACH	1	1,600.00	1,600.00	978.00	978.00	975.00	975.00
33 34 00.4	Connect to Force Main	EACH	2	1,200.00	2,400.00	533.00	1,066.00	4,530.00	9,060.00
33 34 00.5	1-1/4-inch Curb Stop & Box	EACH	2	500.00	1,000.00	752.00	1,504.00	500.00	1,000.00
33 34 00.6	Steel Post Marker	EACH	2	125.00	250.00	114.00	228.00	100.00	200.00
33 34 00.7	Tracer Wire Test Station	EACH	2	125.00	250.00	180.00	360.00	105.00	210.00
33 34 00.8	Insulation (4-foot by 8-foot sheet)	EACH	4	175.00	700.00	70.00	280.00	60.00	240.00
33 34 00.9	Connect to Existing Manhole	EACH	1	600.00	600.00	900.00	900.00	525.00	525.00
33 31 00.1	4-inch PVC	LF	10	60.00	600.00	100.00	1,000.00	42.00	420.00
33 31 00.2	Connect to Existing Pipe Stub	EACH	1	600.00	600.00	510.00	510.00	265.00	265.00
TOTAL BID PRICE				\$68,379.00		\$73,679.00		\$86,822.75	

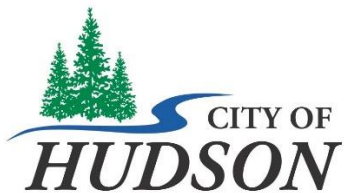


505 Third Street
Hudson, Wisconsin 54016
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TO: Finance Committee and Common Council
FROM: Mike Johnson, Community Development Director
DATE: September 3, 2019
SUBJECT: Appointment of City Engineer

A committee consisting of the Community Development Director, Public Works Director, Utilities Director and a consulting engineer from SEH interviewed candidates for the City Engineer position and are unanimously recommending the appointment of Dean Chamberlain to serve as City Engineer for the City of Hudson. Dean will begin his duties with the City of Hudson on October 7th.

Dean is currently serving as Staff Engineer for the City of Red Wing, Minnesota.



To: Finance Committee
From: Jennifer Rogers, City Clerk
Date: September 3, 2019
RE: Badger Book Presentation

Electronic Badger Book

The City Clerk has invited Wisconsin Elections Specialist, Cody Davies, to demonstrate to the Finance Committee the capabilities of the Badger Book; an electronic poll book. Mr. Davies will demonstrate the voter check-in process, the election day registration process and answer any questions.

Badger Book Overview

In 2017, Wisconsin Elections Commission staff developed an electronic poll book system to be used in polling places in Wisconsin on Election Day. The "Badger Book" is an electronic poll book software that is specific to Wisconsin elections practices and statutes. The Badger Book is the only electronic poll book software created with direct WisVote integration. Badger Books do not use an internet connection.

The Badger Book is primarily used to check in voters, process absentee ballots, and register a voter on Election Day. The Badger Book maintains the voter number and count independent of poll worker input. Each process was chosen and designed based on feedback provided by clerks and poll workers from across the state. After Election Day, a data file generated from the Badger Book is used to upload election participation and Election Day Registration information into WisVote.

The Badger Book is currently supported on the HP ElitePOS 141 Point of Sale retail terminal. One Badger Book station includes the main terminal computer with a touch screen for electronic signature capture, a wireless mouse, a wireless keyboard, a barcode scanner, a case of thermal printer paper, and a printer that can either be integrated into the terminal base column or as a stand-alone printer. Additionally, a router and an encrypted, password protected USB memory stick must be purchased for each polling place.



The router facilitates communication locally between the Badger Book machines. The USB stick is used to transfer data from an internet-connected computer to the Badger Book server machine.

The clerk's office will seek approval for the purchase of 14 Badger Books in the 2020 budget.